For: State and County Offices

Downloading Reports for Crop Loss Disaster Assistance Program (CLDAP)

Approved by: Acting Deputy Administrator, Farm Programs

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1   Overview

**A
Background**

FSA and RMA, in an effort to assist County Offices with the administration of CLDAP, are providing eligible producer download files to County Offices who will administer CLDAP for applicable producers.

**B
Purpose**

This notice explains the purpose of the eligible producer download files and provides instructions for using CLDAP RMA download reports that accompany these files.

**C
State Office
Action**

State Offices shall immediately FAX this notice to County Offices.

2   Single Year CLDAP RMA Download Files and Reports

**A
Single Year
CLDAP RMA
File**

County Offices will receive a Single Year CLDAP RMA File containing all producers who purchased insurance on a 1998 insurable crop in that county.

This file will be used to pre-fill data on the CLDAP application and worksheet files to provide automated support to the CLDAP application process.

The Single Year CLDAP RMA File will be overwritten from time to time, as RMA will be continually providing updates of producers' loss records to KCMO for mainframe processing and download to County Offices.

Disposal Date	Distribution
October 1, 1999	State Offices; State Offices FAX to County Offices

2   Single Year CLDAP RMA Download Files and Reports (Continued)

B
When Reports
Print

Single Year CLDAP RMA Reports will be printed each time:

• a downloaded Single Year CLDAP RMA File is received in the County Office

• option 6, "Print Single Year RMA Producer Download Report", is selected on Menu MHAD40.

C
Types of Single
Year CLDAP
RMA Reports

County Offices may receive up to 3 types of Single Year CLDAP RMA Reports. Each report will list producers who purchased insurance on a 1998 insurable crop. Separate reports will be printed for the following producers.

• Producer is active in the County Office's files, but may need to be added to the 1998 farm files if the producer applies for single year CLDAP benefits in the county.

• The County Office has a record of the producer in the Name and Address file, but the producer is not on a 1998 farm in the county. The County Office must add the producer to a farm in the 1998 farm files if the producer applies for single year CLDAP benefits in the county.

• The County Office has no record of the producer on file. The County Office must add the producer to their files if the producer applies for single year CLDAP benefits in the county.

Exception: Producers, who suffered a loss on land in this county but whose farm records are administered in an adjacent county, may appear on the Report. If the producer applies for CLDAP benefits in this county, the County Office where the land is physically located must send the producer, as well as a copy of the Report pertaining to the producer, to the County Office that administers the farm where the loss occurred.

When the producer applies for benefits in the administrative County Office, that County Office must manually add the producer's CLDAP single year RMA data to the worksheet application.

2   Single Year CLDAP RMA Download Files and Reports (Continued)

D
Example of
Single Year
CLDAP RMA
Report

This is an example of a Single Year CLDAP RMA Report for producers who are currently active in the county.

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MISSOURI                            USDA-FSA                          DATE: 1/19/1999
CASS                            SINGLE YEAR CLDAP
REPORT: MHAD30-001                RMA PRODUCER LIST                    PAGE:      1

This report lists all producers who purchased insurance on a 1998 insurable crop in this county.

They may be eligible for a 1998 single year CLDAP payment and may need to be added to a farm in 1998 if
they apply for CLDAP benefits.

                                                  Rec         Yield {A}  Reported Acres {A}
ID/Type     Producer Name       Unit  Crop Name  Type Prac  Type Share  Stage {L}  Production Count {L}

123456789S George Producer      12345   Wheat    015 NI      A  1.0000   81          380.00
                                                             L           HV          210.31

456123789E Missouri Growers       300   Corn     014 IRR     A  1.0000   45          150.00

981234567E Producers Partnership   20   Rice     016 NI      A  1.0000   3000        400.00
                                                             L           UH            0.00
```

E
Understanding
the Single Year
CLDAP RMA
Report

As the example in subparagraph D illustrates, all producers who purchased insurance on a 1998 insurable crop in the county will be printed on this report. Acreage information for units associated with these producers is printed with "Rec Type" of "A" in the report, and lists the following information:

- ID number and type
- producer's name
- unit number
- crop name
- crop type
- practice
- producer's share
- crop yield
- reported acres.

A producer receiving an indemnity payment on a 1998 insurable crop would have a loss record printed on the report. The loss record would be printed directly below the acreage record, and would be indicated by "Rec Type" of "L" in the report. The loss record lists the following information:

- stage
- production count.

All information on the report is for informational purposes only. Data from the download files will be automatically loaded into the CLDAP application worksheet software.

3   Multiyear CLDAP RMA Download Files and Reports

**A
Multiyear
CLDAP RMA
File**

County Offices will receive a Multiyear CLDAP RMA File containing all producers who were found eligible for multiyear CLDAP benefits. Eligible producers must have suffered a loss on an insured crop in at least 3 of the 5 years from 1994 through 1998.

This file will be used to pre-fill data on the CLDAP application and worksheet files to provide automated support to the CLDAP application process.

The Multiyear CLDAP RMA File will be overwritten from time to time, as RMA will be continually providing updates of producers' loss records to KCMO for mainframe processing and download to County Offices.

**B
When Reports
Print**

Multiyear CLDAP RMA Reports will be printed each time:

- a downloaded Multiyear CLDAP RMA File is received in the County Office

- "Print Multiyear RMA Producer Download Report" is selected on Menu MHAD40.

**C
Types of
Multiyear Year
CLDAP RMA
Reports**

County Offices may receive up to 3 types of Multiyear CLDAP RMA Reports. Separate reports will be printed for the following producers.

- The County Office is currently the producer's control County Office. The producer is active in the County Office's files, but may need to be added to the 1998 farm files if the producer applies for multiyear CLDAP benefits in the county.

- The County Office has a record of the producer on file, but is not on a 1998 farm in the county. The County Office must add the producer to a farm in the 1998 farm files if the producer applies for multiyear CLDAP benefits in the county.

- The County Office has no record of the producer on file. The County Office must add the producer to their files if the producer applies for multiyear CLDAP benefits in the county.

Note: The County Office receiving a multiyear CLDAP RMA download record for a producer will administer multiyear CLDAP for that producer, **regardless of where the producer's farms may be located.**

3   Multiyear CLDAP RMA Download Files and Reports (Continued)

D
Example of
Multiyear
CLDAP RMA
Report

This is an example of a Multiyear CLDAP RMA Report for producers for whom the County Office has a record of the producer on file, but who is not on a 1998 farm in the county.

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MISSOURI                              USDA-FSA                         DATE: 1/19/1999
CASS                               MULTIYEAR CLDAP
REPORT: MHAD30-001                RMA PRODUCER LISTS                    PAGE:       1

The following producers have no 1998 farming interest in this county.  They may be eligible for a
multiyear CLDAP payment and should be added to a farm in 1998 if they apply for CLDAP benefits.


ST/CTY ID/Type    Producer Name      Crop Name      1994 1995 1996 1997 1998 Total Producer Indemnity

46/117 123456789S George Producer     Wheat           Y    N    Y    Y    N    8,123.45

46/117 321456789E Producers Partnership Corn          N    N    Y    N    N    1,205.55
51/147                                 Wheat           N    Y    N    Y    N
```

E
Understanding
the Multiyear
CLDAP RMA
Report

As the example in subparagraph D illustrates, all producers who are eligible for a multiyear CLDAP benefit because they received indemnities on insured crops in at least 3 of the 5 years from 1994 through 1998 are listed on this report.

Note the following items on this report.

•   Crop year fields. A "Y" in this field indicates that the producer suffered a loss in this year for the specified crop.

•   "Total Producer Indemnity". Provides the total of all indemnity payments made to the producer for **all crops and all years**. This amount will be used in the payment calculation process to determine the amount of CLDAP benefit the producer will receive

•   "St/Cty" code. Lists the State and county where the indemnity was received.

4 Printing CLDAP RMA Download Reports

A
Accessing
Reports Screen   Use this table to access the Reports Menu to print CLDAP RMA Download
Reports. Begin on Menu FAX250.

Step	What to Enter	Result	
1	"3" or "4"	**IF...**	**THEN...**
		"3" is entered	Application Selection Menu FAX07001 will be displayed.
		"4" is entered	Office Selection Menu FAX09002 will be displayed. Go to step 3.
2	applicable county	Application Selection Menu FAX07001 will be displayed.	
3	"11", "Production Adjustment/Compliance"	PFC/Compliance Menu M00000 will be displayed.	
4	"1", "CAT, NAP, and Disaster"	Risk Management and Disaster Payments Menu MH0000 will be displayed.	
5	"10", "Crop Loss Disaster Assistance Program"	Crop Loss Disaster Assistance Program Main Menu MHAD00 will be displayed.	
6	"4", "Reports"	Crop Loss Disaster Assistance Program Reports Menu MHAD40 will be displayed.	
7	applicable report	CLDAP single or multiyear RMA download report will be printed.	

5   Related Issues

**A
Receiving
Multiyear
CLDAP NAP
Eligibility
Information**

Forthcoming procedure and software will be provided to enable County Offices to begin processing applications for multiyear CLDAP benefits for losses suffered on NAP crops.

**B
Creating New
Farms for
Producers
Eligible for
CLDAP**

Most producers applying for CLDAP benefits will have records in the administrative County Office's System/36. In some cases, however, farm records will need to be created to process a producer's CLDAP application properly.

This table provides instruction on creating new farms for producers applying for CLDAP benefits.

IF the producer appears on a CLDAP RMA download report and...	THEN...
has farmland that is not in the system and has not been transferred to another County Office	add the farm to the System/36 using procedure in 3-CM. **Note:** See 3-CM, paragraph 152 for instruction on creating prior year (1998) farms.
has farmland that is administratively located in another County Office	• instruct the producer to seek benefits at the producer's administrative County Office for the farm • inform the administrative County Office of this action, and provide copies of the applicable download report for the producer.
is a honey, maple sap, or value loss commodity producer	load the producer on a county designated "bogus" farm that was created specifically for loading similar types of producers. See 3-CM for relevant procedure.